

**United States District Court  
District of Puerto Rico  
Clerk's Office**

Frances Moran, Esq.  
Clerk of Court



150 Carlos Chardon Street  
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San Juan, P.R. 00918  
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## **Vacancy Announcement 12-06**

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AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

**Position Title:** Property and Procurement Technician  
**Position Type:** Full-time / Temporary  
*This position may be reclassified as a permanent position without further need to advertise.*  
**Grade/Level:** Starting Classification Level CL-23 with Promotion Potential to a CL-24  
**Starting Salary:** \$31,009.00 + 4.20% Cost of Living Allowance  
**Open Date:** Friday, August 3, 2012  
**Closing Date:** Friday, August 17, 2012  
**Location:** San Juan, Puerto Rico

### **POSITION OVERVIEW**

The United States District Court for the District of Puerto Rico is seeking applicants for a temporary Property and Procurement Technician position. The Property and Procurement Technician provides support to the court's procurement office in accordance with approved internal procedures and policies. The incumbent performs a combination of manual, clerical, and data entry duties with particular responsibility in property management, updating records, storage, movement, and distribution of materials and supplies throughout the court. The Property and Procurement Technician assists with records scanning; receipt, tagging, movement and setup of furniture and equipment.

### **REPRESENTATIVE DUTIES AND RESPONSABILITIES**

- Manage supplies and materials. Arrange and store materials in appropriate storage places. Deliver materials and supplies to requesting offices throughout the court.
- Organize overall storeroom area and maintain stock in a well thought-out manner. Monitor supply levels in storeroom. Maintain list of supplies to be ordered.
- Tag furniture and other office materials or equipment. Move, setup, and examine furniture and equipment, noting and reporting any defects.
- Assists with procurement day-to-day duties and records management by scanning documents and filing.
- Maintain records using both manual and automated tracking tools. Initiate computer generated requisitions for replenishing stocks according to applicable guidelines and policies and provide to procurement specialist for processing.
- Maintains property management program up-to date in compliance with regulations, procedures and practices of property administration. Enter property in automated property system, and updates as necessary.
- Performs cyclical property reconciliation.

## **MANDATORY QUALIFICATION REQUIREMENTS**

To qualify for this position the candidate must be a high school graduate, GED or equivalent and possess a minimum of (2) two years of general experience. General experience is defined as progressive responsible clerical or administrative experience which indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

## **PREFERED QUALIFICATIONS**

- One year of specialized experience is preferred. Specialized experience is defined as progressively responsible clerical or administrative experience that provided the knowledge of the rules, regulations, procedures and practices of the business administration and/or procurement; and involved the routine use of automated systems and applications such as word processing, spreadsheets, and database applications.
- Possess a Bachelor's Degree in Business Administration, or related field, from an accredited college or university
- Must be fully bilingual (English-Spanish)
- Skills in the use of automated systems
- Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

## **APPLICATION PROCESS**

Qualified persons are invited to submit a letter of interest, along with a resume and completed AO78 form (Application for Judicial Branch Federal Employment), available in the Clerk's Office or on our website [www.prd.uscourts.gov](http://www.prd.uscourts.gov). The announcement number must be clearly indicated on the front page of your letter of interest and application. The letter of interest, along with the resume and AO-78 form, may be hand-delivered or mailed to:

**United States District Court-PR  
Attn: Human Resources Department  
150 Carlos Chardon Street  
Federal Building Room 150  
San Juan. PR 00919-1787**

or e-mailed to: [vacancies@prd.uscourts.gov](mailto:vacancies@prd.uscourts.gov)

All applications must be submitted by the close of business (5:00 pm) Friday, August 17, 2012. E-mailed documents must be submitted in PDF format, WordPerfect or MS Word. Due to the anticipated volume of applications, only applicants selected for an interview will be notified.

**NO TELEPHONE CALLS WILL BE ACCEPTED.**

## **CONDITIONS OF EMPLOYMENT**

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

**The United States District Court is an Equal Opportunity Employer**